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ABSTRACT

The annotated bibliography of resources for implementing principles of affirmative action employment of women consists of an alphabetical listing of 64 references of periodicals, organizations, films, books, pamphlets, tapes, slides, and microfilms. In a three-page introduction to the problem, the author defines an affirmative action program as "a set of specific result-oriented action-commitments and procedures designed to systematically achieve an equitable redistribution of both sexes (and other protected classes) within a workforce." The author further sees the program as one containing goals and timetables so that the workforce distribution takes place as soon as possible within a prescribed time period, with major program emphasis on the recognition and removal of barriers, identification of persons unfairly excluded or held back, and action enabling them to compete for jobs on an equal basis. Disparate treatment of sexes, wage differentials, and harrassment are singled out as examples of specific charges typically needing to be filed by females in institutions without affirmative action programs or with token programs. The author also stresses open advertising policies that communicate news of specialized employment opportunities to all qualified women. (Author/EA)

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Alice in Wonderland, Or, Through the Looking Glass; Resources for Implementing Principles of Affirmative Action Employment of Women

by Helen Rippier Wheeler

July 1975

It seemed feasible to list resources related to "affirmative action" in behalf of employment of all the classes protected by the Civil Rights Act, but the continued near-equation of such terms as "civil rights" (e.g. the R. R. Bowker Company's Civil Rights; a Current Guide to the People, Organizations and Events (A CBS News Reference Book)) and "affirmative action" (e.g. F. J. Josey's "Can library affirmative action succeed?" IN Library Journal, Jan. 1, 1975:28-31) with race have led this writer once again to affirmative action in behalf of elimination of female sex discrimination in employment! (In educational institutions, "affirmative action" relates to equality of opportunity for all, i.e. equal educational opportunity as well as employment. It is not possible to explore this duality here in terms of women, except to suggest, for neophytes, Ms. October 1972:123-5, "An affirmative action plan for equal educational opportunity for women;" to emphasize Title IX and the Women's Educational Act as current 'push' areas; and to remind feminists that class action charges filed with HEW will in theory benefit women students as well as employees.) The affirmative action envisioned by the Office for Civil Rights does not require employment of unqualified personnel nor quotas; it does usually involve goals and timetables, and, conscientiously implemented, results in the person most qualified to do the best job. "Equal employment opportunity" is at best a passive condition. An organization claiming to be (only) an "equal opportunity employer" or having an affirmative action plan without goals and timetables (and in academia, Women's Studies) is suspect.

An affirmative action program is a set of specific result-oriented action-commitments and procedures designed to systematically achieve an equitable redistribution of both sexes (and other protected classes) within a workforce. A program contains goals and timetables so that the workforce distribution takes place as soon as possible within a prescribed time period. The goal is a balanced workforce reflecting the external labor-market and/or population. There is to be no discrimination in employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff and termination, rates of pay or other forms of compensation, and/or

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selection for training including apprenticeship. An affirmative action plan is a valuable policy and administrative tool even when not required by law; it protects the employer-employees from unconscious (malebonding, inherited, habitual, old boy) discriminatory practices. Many people who suffer effects of past and present discrimination are already qualified for better jobs, but continuing "barriers" throughout employment systems deny them equal opportunity. The major part of an affirmative action program must be recognition and removal of such barriers, identification of persons unfairly excluded or held back, and action enabling them to compete for jobs on an equal basis. The need to help disadvantaged people become qualified need not obscure the primary legal obligation to change widespread employment practices and attitudes which routinely discriminate against qualified women.

Some examples of specific charges typically needing to be filed by females in institutions not having affirmative action plans (or having plans which are not being implemented or which are tokens) are: disparate treatment of sexes, wage differentials, and harrassment. Individual women having documentation, guts, and ability can and should file class actions; unity and money are also highly desirable. Obviously,full affirmative action programing in behalf of employment of qualified women involves a number of closely related topics, e.g. sisterhood, consciousness-raising, childcare, sexist nomenclature, volunteerism, the Equal Rights Amendment, and Women's Studies, which is fundamental to implementation of any affirmative action plan in academia-- intellectual analysis of male and female roles in society is basic to any change in the status of women that would later effect goals of hiring and promotion.

The employer who defends a recruitment-promotion process resulting in employment and advancement of male-after-male should be challeneged to document open advertising which includes listing all jobs with real sources of qualified women. In order to communicate news of specialized employment opportunities to all qualified women, a nondiscriminatory affirmative action employer will list all positions without exception-- with starting salary (-range,) application (and nomination) deadline, and minimum qualifications declared-- with all of the women's task force-type groups (caucuses, commissions, etc.) in that field. These groups usually maintain placement-related rosters (directories, talent banks, bulletins, services, lists, registries, etc.). Because they are of necessity often

staffed by volunteers, their womanpower and addresses -- even existence-- fluctuate. The employer needs to maintain an up-to-the-moment list of such resources in each field and specialization in which s/he has or anticipates staff. The project on the Status & Education of Women periodically publishes "Recruiting Aids" including 'Rosters, registries, and directories of women in the professions;' there are also placement lists and services encompassing groups of women in terms of race, location, and other characteristics. See also this writer's Supplement to "Womanhood Media" (1972, 1975, Scarecrow Press, Metuchen, NJ 08840.) Experience has shown that such rosters of names, placed in the hands of personnel workers, are sometimes misused. Thus, as women become more autonomous persons, task force rosters are often restricted-- with the job information circulated to membership and the choice removed from the employer power-structure. Some specialized associations and regional and professional accreditation bodies have made efforts in behalf of other minorities (considering women as an employment minority,) but as yet they have done little for women. While qualified women certainly are not as numerous as men, it is no longer possible to claim they do not exist, although affirmative action may indeed be required to reach, attract and retain them.

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Some Resources

1. Affirmative Action Register (PERIODICAL)

Warren H. Green, editor. 10 South Brentwood Blvd., St. Louis, MO 63105. 314-863-1711.
Not an employment agency, the "only charges related to our services are those charged to those advertising open positions for postage and distribution." Read policy statement carefully. $1.50 to individuals per copy; $15.00/year/12 issues.

2. Affirmative Action Resource Identification Program. (ORGANIZATION)

PO Drawer P, WICHE, Boulder, CO 80302. Spike Adams, 303-449-4444.
This regional program as available a directory. Formerly titled, "Minority Resource Identification Program," it is fairly typical in its emphases and is included here as an example of its type.

3. American Association for Affirmative Action (ORGANIZATION)

Betty Newcomb, Executive Director. c/o Ball State University, Muncie, IN 47306.

#3 continued

Founded in 1974, this association of affirmative action personnel employed in all types of institutions has a great future... These personnel are variously called Affirmative Action Officer, Equal Employment Coordinator, etc. Groups at system, state and other levels also exist, e.g. Ohio Affirmative Action Officers Association (Contact Beverly Price, 103 Mc Guffey Hall, Ohio State University, Athens, OH 45701.)

4. American Association of Women in Community and Junior Colleges (ORGANIZATION)
Eileen J. Rossi. c/o City College of San Francisco
50 Phelan Avenue, San Francisco, CA 94122

The American Association of Community & Junior Colleges has no headquarters liaison, although it claims this as "an affiliated council." Included here as an example of its type.

5. Association of Feminist Consultants (ORGANIZATION)
Betsy Hogan, Coordinator. 222 Rawson Rd., Brookline, MA 02146.
617/232-0066.
"Directory of members, 3 ed." (January 1975); Vicki Wengrow, Directory Coordinator. Approximately half of the consultant-members are specialists in affirmative action implementation. Members are elected.

6. Assertive Training for Women (MOTION PICTURE)
American Personnel & Guidance Association, 1607 New Hampshire Ave., N.W., Washington, DC 20009. 202-483-4633. Film Department: 654 East Commonwealth Ave., Fullerton, CA 92631.
1974? C R$25.00 S$250.00
Part I: 17min vignettes especially for high school and college women;
Part II: 18min for college age and older.
Patricia Jakubowski Spector's pamphlet, "Introduction to assertive training procedures for women," is also available (1973,$2.25).

7. Barrer, Myra E., editor (BOOK)
Women's Organizations and Leaders Directory, 1975 edition.
Today Publications, Washington, DC 1975 index $40.00/paper
A feminist directory of individuals and organizations furthering equal opportunity for women. Ms. Barrer publishes the national newsletter, Women Today. Alphabetical, geographical, and subject-area indexing to U.S.A. women. Entries are complete even to telephone numbers. Information is based on questionnaires returned by persons widely selected by publisher-editor, including many feminists. Has potential in implementation of non-discriminatory affirmative action education and employment programs in several ways.

8. Bird, Caroline (BOOK)
Everything A Woman Needs to Know to Get Paid What She's Worth.
McKay 1973 304p 73-79946 $8.95
Bird defines a woman's job as anything that pays less than a man will do it for. Question-and-answer format. There is a surprising similarity of obstacles met by women workers of all types (business, professional, blue-

#8 continued

collar, clerical, etc.) in seeking equal pay; this is important in these times when efforts are being made to divide women along all possible lines. See especially the forty-page Resource Section on jobs, publications, nonprofit commercial services, government agencies, women's organizations and caucuses. Although Bird advises women on how to handle themselves in a male-dominated job-world, this is not another book advocating adjustment to the status-quo-- nor is it for the woman who is trying to decide whether to go (back) to employed work. She recognizes that many women have no choice and tries to help them cope.

9. Black Women's Employment Project (ORGANIZATIONs)
10 Columbus Circle, NAACP-LEF, New York, NY 10019.
LEF is Legal Defense & Educational Fund, Inc. This is a research-education program headed by Jean Fairfax to pinpoint areas of discrimination suitable for class action suits.
See also National Black Feminist Organization, 370 Lexington Aven., Room 601 , New York, NY 10017.

10. Center for Women Policy Studies (ORGANIZATION)
2000 "P" St., N.W., Suite 508, Washington, DC 20036. 202-862-1770
Pamphlet, "Equal employment opportunity and affirmative action for women; a selected bibliography," is available for 50¢.

11. Chronicle of Higher Education (PERIODICAL)
1717 Massachusetts Ave., N.W., Washington, DC 20036. 202-667-3344 9-5 Eastern Time. 1/year / 42 issues / $21.00.
Although all policy-making staff members are men, this provides maximum information re administrative and policy-making jobs via the Bulletin Board section. They, of course, accept and publish employers' blind-ads and copy which refers to "negotiable" salaries. James C. Goodwin's "Playing games with affirmative action" is an example of a Chronicle article which should be read by women in academia. (April 28, 1975, Volume X, Number 10, page 24.)

12. Congress votes / How your Congressman voted this week. (PERIODICAL)
PO Box 9695, Washington, DC 20016.
Weekly when Congress is in session. $45.00/year.

13. DeCrow, Karen (BOOK)
Sexist justice; how legal sexism affects you.
Random 1974 329p 73-15835 $7.95
For what Random is getting out of this, busy attorney, national NOW president, journalist DeCrow should have stipulated indexing. She has put all areas of the legal 'system' on the spot. See especially chapters 4,5, and 6 re employment.

14. Foley, K. Sue & Leeda Marting, comps. (PAMPHLET)
Directory of Women in Media Education, 1st ed.
1974 gratis from Broadcast Education Assoc., 1717 "N" St., N.W., Washington, DC 20036, distributor.

15. Federal Regulations and the Employment Practices of Colleges and Universities; a Guide to the Interpretation of Federal Regulations Affecting Personnel Administration on Campus. (PERIODICAL)
National Assoc. of College & University Business Officers, 1 Dupont Circle, Suite 510, Washington, DC 20036.
Includes: equal employment opportunity, affirmative action, Wage & Hour provisions, age discrimination, occupational safety and health, National Labor Relations-- collective bargaining, federal contract requirements, etc. "A comprehensive looseleaf service" $7.50. Sponsors include the American Assoc. of Community & Junior Colleges.

16. Feldman, Saul D. (BOOK)
Escape from The Doll's House; women in graduate and professional school education.
Carnegie Commission on Higher Education 1974 207p bib index
73-12829 McGraw $8.95
Contends that the mere presence of women in graduate school is no testimony that they have escape The Doll's House; to prove this, considers status, prestige, attitudes, research, financial rewards, power, beliefs, behavior.

17. 51% (MOTION PICTURE)
Drucker 1972 28min C
University of California Extension #8452 R$14.00 S$200. from Drucker.
Considers two "upper-level" business-women and the characteristic difficulties they must overcome to advance in management positions. Three dramatized episodes designed to convince male management that females should be afforded equal opportunity to get in there.

18. Ford Associates (Butler, IN 46721) (BOOK)
Directory of Women Attorneys in the United States, 1st edition.
1973- $10.00
Any profits to be used "in the promotion of women's legal rights."
Reference tool and list of six thousand names and addresses of professionally qualified women attorneys in the U.S.A.

19. ----- (BOOKS)
Women's Legal Handbook Series on Job and Sex-discrimination:
Volume 1: Civil Rights Act, 1974.
2: At federal level.
3: Title VII & Cases.
4: Equal pay.
5: Equal Rights Amendment
6: State commissions on women.
7: Government administrative agencies. $10.00 each.

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H R Wheeler

20. Furniss, W. Todd & Patricia Albjerg Graham, eds. (BOOK)
Women in Higher Education.
American Council on Education 1974 336p 72-22230 $10.00
The "women" are faculty, students and administrators. Affirmative action, Equal Employment Opportunity Commission, child care, "quotas," maternity leave, credentialism, etc.

21. Gager, Nancy, ed. (BOOK)
Women's Rights Almanac, 1974 (Volume 1)
Elizabeth Cady Stanton Publishing Co. 1974 624p bib index
74-77527 $4.95/pap
The introduction to this annual states "our goal was to give at least a timely summary of every subject and places to go for further information and aid with every problem." Appendix of bibliographies, glossary, and "legal assistance." Good paper and legible print. See especially pp. 415-460-- "Affirmative Action" -- within the larger section, "Employment."

22. Mrrragan, Betty & Associates (ORGANIZATION)
541 East 20 St., New York, NY 10010. 212/777-0831.
Consultant on planning and implementing goals and timetables of affirmative action programs, especially in re career development of long-term women employees.

23. Hogan, Betsy Associates (ORGANIZATION, PAMPHLET)
222 Rawson Rd., Brookline, MA 02146. 617/232-0066.
Consultants on compliance with laws and government regulations affecting women in employment, affirmative action for women and organizational problems of women in employment.
"Step by Step Affirmative Action for Women", $2.50.

24. Interstate Association of Commission on the Status of Women
14 and "I" Streets, N.W., Washington, DC 20004. 202/363-7280
Endorses the Equal Rights Amendment. Forty- (ORGANIZATION)
nine states have commissions (Texas alone missing).
Puerto Rico and Washington, DC also have them, as well as some cities and counties. See also # 19:6.

25. Jongeward, Dorothy and Dru Scott (BOOK)
Affirmative Action for Women; a Practical Guide.
Addison 1973 334p 73-10592 $8.95
Anthology organized by "key questions". A how-to- in re business, industry, religion, etc., but not education, with a TA (transactional analysis) orientation.

26. Kanowitz, Leo (BOOKS)
Sex Roles in Law ans Society; Cases and Materials.
University of New Mexico Press 1973 706p 72-94656 $20.00
Mainly, but not exclusively, for a two-three hour course. Use Marjorie Fine Knowles' "Cases and materials on women and the law" (Feminist Press, $2.50) to supplement.

27. Kayden, Xandra (PAMPHLET)
A Handbook for Women Entering Politics.
$1.00 from Ms. Kayden at 1572 Massachusetts Ave., Cambridge, MA 02138.
For other "handbooks," see Morgan, Paizis, Women's Organizations for Employment, etc.

28. Lipow, Anne,et al (PAMPHLET)
A report on the status of women employed in the library of the University of California, Berkeley, with Recommendations for Affirmative Action. Library Affirmative Action Program for Women Committee, Dec. 1971.
ERIC ED 066-163 MF 65¢.

29. Loring, Rosalind & Theodora Wells (BOOK)
Breakthrough; Women into Management.
VanNostrand 1972 $7.95
"A comprehensive and readable book written for the executive, usually male, who must respond to pressures requiring equal treatment of women and men in executive circles, this book should be read and understood by all women determined to enter organizational power centers. After revieiewing the legal, social and economic factors resulting in demands for the end of sex discrimination, the authors explore managerial climiate and culture-role stereotypes and male managers' expectations of working women for their effect on corporate policy and practice. Innovations and guidelines for immediate and future changes in atttitudes, practices and beliefs are detailed. A supplement describes Revised Order 4, affirmative action programs, sources of management and professional women, and media sources for awareness training materials." (Michelle Rudy, Purdue University)

30. Lyle, Jerolyn R. & Jane L. Ross (BOOK)
Women in industry; employment patterns of women in corporate America.
Heath 1974 164p bib index 73-1012 $10.00
An important and serious book which recognizes from the start that <u>all</u> corporations discriminate. A section on federal law since 1960.

31. McCormick, Pat (PAMPHLET)
Volunteerism; what it's all about!
50¢ 1974 From NOW Task Force on Women & Volunteerism.
"Volunteer Beware", guidelines for discussion, prepared by the Task Force also available by writing Box 7024, Berkeley, CA 94707. $1.00 donation requested.

32. Madden, Janice F. (BOOK)
The economics of sex-discrimination.
Heath 1973 160p 73-12103 $12.00
Wharton School's Madden shows in this important work that traditional economic theory should not be applied to the problem of sex-discrimination.

33. <u>Media Report to Women</u> (PERIODICAL)
3306 Ross Place, N.W., Women's Institute for Freedom of the Press.
Washington, DC 20008. Dr. Donna Allen, Director and Editor.

34. (PAMPHLET)
Morgan, Ellen
Comfort me with apples; a hard-core action handbook on achieving equity for women in academe.
1973 Contact National NOW office. $2.00/non-members.

35. (ORGANIZATION)
Municipal Women's Project
140 Clarendon, YWCA Building, Boston, MA 02116
Founders are Rosalind Pollan, Ann Wolpert, and attorney Betty Gittes. Included here as one example of affirmative action in action.

36. National Commission on Accrediting (ORGANIZATION)
1 Dupont Circle, N.W., Washington, DC 20036. 202/296-4196
Until regional and professional accrediting bodies concede that female sex-discrimination exists, there won't be much change!

37. National Council of Administrative Women in Education (ORGANIZATION)
1815 Ft. Myer Drive N., Arlington, VA 22209. 703/528-6111.
1973 pamphlet, "Wanted-- more women," ($2.50) is also available from ERIC.

38. National Education Association (PAMPHLET)
What is affirmative action?-- combating discrimination in employment.
NEA Order # 385-11602 17-page, October 1973. Typical organizational brochure, such as almost every professional association has prepared and commited itself to. Single copy gratis. (1201 16 St., NW., Washington, DC 20036.)

39. National Organization for Women (ORGANIZATION)
Relevant task forces, each with Newsletter, include:
Volunteerism... see #31.
Compliance
Higher education
Women's Studies
Media.
) Contact via National NOW Office. 5 S. Wabash Ave., Suite 1615, Chicago, IL 60603.

Examples of pamphlets: Eastern Massachusetts Chapter's "Sex discrimination in employment; what to know about it, what to do about it, 2 ed." (1973, $3.00;) Central New Jersey Chapter Employment Task Force's "La discriminacion sexual en el trabajo" (50¢ from Box 2163, Princeton Juntion, NJ 08540.)

40. New York City, University. ("CUNY") Chancellor's Advisory Committee on the Status of Women at the City University of New York.
The status of women at the CUNY; a report to the Chancellor (PAMPHLET)
- December 1972.
$2.50/paper 535 East 80 St., New York, NY 10021. A fairly typical example of one such document. Katherine M. Klotzburger, special assistant to the chancellor, is associated with this one!

41.. (ORGANIZATION)
New York State. Talent Bank.
270 Broadway, 3 floor. Att: Norma Kraus. New York, NY 10007.
Lieutenant Governor's talent bank search for women qualified for high-level employment.

42. Paizis, Suzanne (PAMPHLET)
The political woman's handbook.
$2.50, PO Box 943, Aptos, CA 94003.

43. Pacifica Program Service (ORGANIZATION, TAPES)
Pacifica Tape Library, 5316 Venice Blvd., Los Angeles, CA 90019. Lucy Robins, 213/931-1625.
This media source for "movement" groups recognizes that sex-discrimination exists. Nonprofit educational foundation incorporated in California. Has catalog of feminist Movement tapes and brochure, "Women." "The plight of women in broadcasting" is just one example of their tapes.

44. Project on Status and Education of Women (ORGANIZATION, PERIODICAL)
1818 "R" Street, N.W., Washington, DC 20009.
Dr. Bernice Sandler, Executive Director. This is a project of the Association of American Colleges. On Campus With Women is an important source of current information supportive of affirmative action in academia. A series of training programs in affirmative action itself was co-sponsored by the Project; the Project should be encouraged to continue it.

45. Resource Center for Women in Higher Education (ORGANIZATION)
Brown University, Providence, RI 02912.
"HERS" is a placement and referral service working with faculty and university administrators to implement affirmative action for women.

46. Richardson, Betty (BOOK)
Sexism in higher education.
Continuum: Seabury 1974 $7.95
Goes into the gamesmanship practiced by the male establishment to keep women in their place in academia and making affirmative action essential--all the devices used to delay, divide and discredit them are examined: dossiers, promotion, tenure, etc.

47. Ross, Susan C. (BOOK)
The rights of women; the basic ACLU guide to a woman's rights.
Special editor, Ruth Bader Ginsburg, coordinator, ACLU Women's Project.
Discus #11973 384p bib 73-84702 Avon $1.25/paper + 15¢ by mail from Avon at 250 West 55 St., New York, NY 10019.
Should be included in the literature "kit" which almost every feminist women's organization provides workshop participants. A copy is included with ACLU membership. If not available locally-- which would be fraught with implications-- contact ACLU Literature Department, 22 East 40 St., New York, NY 10016. Also in this series is David Rubin's "The rights of teachers" (Baron, 1973, $4.95.)

48.
Shulman, Carol (PAMPHLET)
Affirmative action; women's rights on campus.
1973 $2.00 from ERIC

49.
Sommers, Tish & Genny Guracar (Bulbul) (BOOK)
The not-so-helpless female... .
McKay 1973 240p 72-86968 $7.95
Useful guide to activism, strategy and tactics, for individual or group action.

50. Spanish-American feminists (ORGANIZATIONs)
Box 773, New York, NY 10023.

Spanish-speaking Women's National Caucus
c/o Irma Santaella, State Human Rights Appeal Board, 250 Broadway
New York, NY 10007. 212/488-2377

National Conference of Puerto Rican Women
PO Box 4804, Cleveland Park Station
Washington, DC 20008

National Chicana Institute
PO Box 7306, San Antonio, TX 78207

51.
Stimpson, Catharine R., Ed. (BOOKS)
Discrimination against women; Congressional hearings on equal rights in education and employment.
Bowker 1973 558p index 72-13703 $13.75
These, in 1970, were the first hearings on the subject of sex-discrimination ever held by a Congressional committee. Her "Women and the 'Equal Rights' Amendment; Senate Subcommittee hearings..." (1972, Bowker, $12.95) is also available.

52
Theodore, Athena Rentoumis, ed. (BOOK, PAMPHLET)
The professional woman.
Schenkman 1971 769p $12.50, $5.95/paper
"An excellent collection of articles ranging from the sexual structure of professions to female professionalism and social change and including socialization, career patterns and cultural definitions of the female professional. It leaves little doubt that there is still men's work and women's work, both in people's minds and in reality." (Sherrill Cheda, Seneca College, Ontario.) See also Theodore's outstanding action research report on "Academic women in protest" ($3.00 which goes to a defense fund for women who have protested, 27 Turning Mill Rd., Lexington, MA 02173; also available from ERIC, ED 091989.)

53
U.S. Commission on Civil Rights (ORGANIZATION)
Office of Federal Civil Rights Evaluation.
#606, 1121 Vermont Avenue, N.W., Washington, DC 20425. 202/254-6654

#53, continued
Individuals trying to work within the system may send experiences and suggestions to:
David Pales re Wage & Hour
Victor Sterling re EEOC
Jeanette Binstock re HEW.
They are seeking testimony re hardship caused charging parties by policies and procedures of these agencies. The Office of Information & Publications at the same address, has "Statement on affirmative action for equal employment opportunities" (gratis.)

54. U.S. Depa.tment of Health, Education, & Welfare. (PAMPHLET)
Office of the Secretary. Office for Civil Rights.
"Higher Education Guidelines; Executive Order 11246."
US HEW 1972 17p+ 10 multi-paged tabs US GPO: 1973 735-686/2105. HEW-391 Gratis
Why is it not possible to obtain this U.S. Government paperback publication from the Supt. of Documents, Government Printing Office...? Obtain it from your regional Office for Civil Rights or the Public Information Office, Office for Civil Rights, Dept. of HEW, Washington, DC 20201.
I. Legal provisions; II: Personnel policies & Practices; III: Development of affirmative action programs. This is a basic document every employee in an institution of higher education should have in her/his possession, and yet it is supressed on some campuses!

"Sex discrimination" (HEW-391 Publication No. OCR 74-6) is a brochure available from the Office, useful for the complete list of regional offices.

55. U.S. Dept. of Labor, Women's Bureau (PAMPHLET)
"A guide to sources of data on women and women workers for the United States and for regions, states, and local areas." 1972

56. U.S. Equal Employment Opportunity Commission (ORGANIZATION PAMPHLETS)
1800 "G" Street, N.W., #1134, Washington, DC 20506
202/343-5621, 8095. John H. Powell, Jr., Chairman.
The EEOC was set up under the Civil Rights Act of 1964 provisions and charged with investigating complaints of discrimination in employment and seeking to conciliate them; it has been under attack from women's organizations for its lack of effectiveness (always attributed to overload and backlog) and sexism! Every feminist involved in affirmative action employment needs a list of the regional and district outlets, and should carry with her a copy of the charge form, although a charge may be made without using the form, in person or by mail.

"Affirmative action and equal employment; a guidebook for employers" 2v 1973-729 517/1068 and 1069, 1-3. Request this publication from the EEOC Office of Voluntary Programs in Washington, DC or from your regional office; it is very useful and mistitled in re the employers. Also ask for a copy of the EEOC's annual report...

57. Wheeler, Helen Rippier (PAMPHLET)
Placement services in accredited library schools, Report of the ALA-SRRT Task Force on the Status of Women in Librarianship. May 1973.
ERIC MF 65¢/$3.29 HC. Doc # ED 078-847. 17p

57, continued
An example of action research in behalf of women in one field-- in this case, one which is mistakenly assumed to be dominated by women! The mms. was rejected by Library Journal and Wilson Library Bulletin. Descriptors assigned include: Job placement, librarians; Library schools, questionnaires; Sex discrimination, working women.

58. Woman in that job? (SLIDES)
U.S. Dept. of Labor Women's Bureau 1971 30min C Slides with script. Directed toward employers, their affirmative action plans and showing them how to reengineer positions to encourage women to apply.

59. Women and Law (MICROFILM)
Women's History Research Center, 2325 Oak St., Berkeley, CA 94708.
For sale by reel and/or section:
I. Law General (ERA, credit, divorce, etc.) 10 reels.
II. Politics. 14 reels.
III. Employment (Women in business; housework, paid; labor history; equal pay, etc.) 8 reels.
IV. Education. 2 reels.
V. Rape/Prison/Prostitution. 3 reels.
VI. Black & Third World Women. 2 reels.
Numerous public libraries as well as academic libraries have ordered these microfilm series.

60. Women Studies Abstracts (PERIODICAL)
Sara Stauffer Whaley, founder-editor-publisher, Rush Publications.
Box 1, Rush, NY 14543.
Quarterly 1 year: Library $15.00, individual $8.50, Student $7.00.
Volume 1, Number 1, Winter 1972. A social sciences tool, not related only to Women's Studies programs; it is an abstracting service 'plus'-- reviews, bibliographic essays, etc. A quick check of all issues shows that, with one exception, affirmative action has had several entries in each.

61. Women's Action Alliance (ORGANIZATION PAMPHLET)
370 Lexington Ave., New York, NY 10017. 212/685-0800
"Tools for the elimination of sex-discrimination in state and local governments" ($1.00 individuals; $3.00 institutions.)

62. Women's Lobby Quarterly (PERIODICAL)
1345 "G" Street, S.E., Washington, DC 20003

63. Women's Organizations for Employment (ORGANIZATION PAMPHLET)
593 Market, Room 223, San Francisco, CA 94105. 415/495-0923.
"Women's job rights handbook" (c1974, $1.60), while geared to the San Francisco area, is a model.

64. Women's Studies - as a field (MULTIPLE)
To give the neophyte a few "starters:"
Clearinghouse on Women's Studies, Box 334, Old Westbury, NY 11568.
Female Studies Series, V. 1-8 available from NOW and Feminist Press